

eMARS Trainer/Facilitator “Kick Off” February 2, 2006



Kentucky
UNBRIDLED SPIRIT™

Agenda – Trainer/Facilitator “Kick Off” Meeting

- Welcome and Introductions
- Data Sheet
- Training Facilities
- Training Home Base Team
- Elluminate Software
- Roles & Responsibilities – Trainer
- Roles & Responsibilities – Facilitator
- Train The Trainer – (T3)
- eMARS Training Catalog
- Next Steps
- Wrap-Up



Survey Results

- **Training Needs Assessment**
 - 2,500 Users Requiring eMARS Training
 - 250 Training Sessions Required
 - 14,000 Participant Days



Trainer/Facilitator “Kick Off” Meeting

- Purpose & Goal for Today’s Meeting
- Dedication & Commitment



eMARS Training/Facilitator “Kick Off”

eMARS Trainer/Facilitator Data Sheet



Data Sheet

- Distributed at Sign In
- Information gathering
- Must be completed today

Name:	Home Phone:	Cell Phone:
Work Address:	Work Phone & Ext.	
Home Address (Including City)		
Cabinet Name & Number:		
Department Name & Number:		
Available to Travel:	Dates Not Available:	
Specific Training Facilities You Are Interested In:		

COURSE CODE/COURSE NAME	Class Length	Estimated Trainer Prep Time	Estimated Facilitator Prep Time	Trainer Commitment Courses	Facilitator Commitment Courses	Minimum Course Commitment
eMARS 101 Intro to eMARS	1/2 day	5 Days				
eMARS 110 Chart of Accounts	1/2 day	5 Days	2 Days			
eMARS 201 General Accounting Overview	1/2 day	5 Days	2 Days			
eMARS 202 Centralized General Accounting	1/2 day	5 Days	2 Days			
eMARS 310 Operating & Management Budgets	1/2 day	5 Days	2 Days			
eMARS 320 Capital & Revenue Budgets	1 day	5 Days	2 Days			
eMARS 410 Cash Receipt Processing	1/2 day	5 Days	2 Days			
eMARS 420 Accounts Receivable	1/2 day	5 Days	2 Days			
eMARS 501 Cost Accounting - Projects & Grants	1 day	5 Days	2 Days			
eMARS 601 General Procurement	1 day	5 Days	2 Days			
eMARS 602 Advanced Procurement	1 day	5 Days	2 Days			
eMARS 603 Personal Service Contracting	1 day	5 Days	2 Days			

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eMARS 601 General Procurement	1 day	5 Days	2 Days			
eMARS 602 Advanced Procurement	1 day	5 Days	2 Days			
eMARS 603 Personal Service Contracting	1 day	5 Days	2 Days			



eMARS Training/Facilitator “Kick Off”

eMARS Training Facilities



Training Facilities

- Where are the eMARS Training Center Locations?

Frankfort

- Capitol Annex
- Capitol Annex
- EPPC
- EPPC
- EPPC- Workers Claims
- EPPC – Labor
- KYTC Building
- Personnel
- KHEAA Building
- Revenue

Room 177, Capitol Avenue
Room 195-B, Capitol Avenue
Ash Building
Capital Plaza Tower 14th Floor
657 Chamberlin Avenue
US 127
200 Mero Street
801 Teton Trail
100 Airport Road
200 Fair Oaks, Rooms D & E

Training Facilities

- Where are the eMARS Training Center Locations?

Field Sites

- KYTC – District #2
- KYTC – District #3
- KYTC – District #4
- KYTC – District #8
- KYTC – District #10
- KYTC – District #11
- DCJT – EKU
- Ky Fair Board Training Room
- CHFS

Madisonville
Bowling Green
Elizabethtown
Somerset
Jackson
Manchester
Richmond
Louisville
Paducah

eMARS Training/Facilitator “Kick Off”

Training Home Base Team



Training Home Base Team

- Contact Home Base Training Team
eMARS.homebase@ky.gov
- Capitol Annex, 4th Floor, Room 460
- Distribution/Collection Point
 - Sign In Sheets
- Phone: 502-564-9641
- Problem Resolution



eMARS Training/Facilitator “Kick Off”

Elluminate eLearning Software



Eliminate

- Virtual classroom concept
- Trainers teach from a designated area
- Participants follow along with trainer
- On-line training
- Designated virtual classroom locations
- Ability for Trainees to hear & ask questions
- Facilitators
- February 15-16-17 Training



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Elluminate Live!™

The Clear Choice for Live eLearning and Collaboration

Elluminate Live! enables you to talk over the internet, chat online, share whiteboards, and share applications - all while ensuring the highest-quality user experience.

Now, organizations can take advantage of the Internet as a powerful communications and interactive learning medium.

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Solutions

Corporate Trainers: Significantly Reduce Your Training Expenses

Educators: Enhance the classroom and add real-time interaction to Distance Learning

Corporate Managers: Reduce Travel Costs and eliminate Teleconferencing Costs

Sales Professionals: Deliver Online Sales Presentations and Product Demonstrations

News and Reviews

Missed the Hawaii Distance Learning Conference?
[Recorded sessions are now online.](#)

Elluminate Empowers Live, Online Teaching and Learning at Northern Arizona University
[\(more\)](#)

[Meetings Go Virtual on the Mac](#)
- [Apple.com](#)
January, 2006

Elluminate Delivers Real-time,

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Welcome to the Elluminate Live!™ Demonstration

Join our live demonstration room to speak to an Elluminate Representative. Before we get started, there are a couple of things we need to complete:

- 1. Choose what you would like to do**
Please choose one of the following options:
 - ☐ Speak to a live Elluminate Representative
 - ☐ Configure my Computer to use Elluminate Live!
 - ☐ Learn to use Elluminate Live!
- 2. Make sure you have the minimum requirements**
 - To get maximum benefit from the demo, all users should have a microphone and speakers.
 - The minimum PC requirements are a Pentium II 266 Mhz with 64MB of memory and a sound card.
- 3. Enter Elluminate Live! Demo Room**
Please provide the following information: (all fields are required)
First Name
Last Name

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Learn More About Elluminate Live!™

Below you will find a wealth of product training and resources to help your organization get the most out of Elluminate Live!

If you need additional help, please visit our [support page](#).

Online Orientation Register for Live Training

- Elluminate Live!™ Quick Reference Guide for participants
- Elluminate Live!™ User Guide for participants
- Participant Orientation (5 minutes)
- Elluminate Live!™ Quick Reference Guide for moderators
- Elluminate Live!™ User Guide for moderators
- Tips on Conducting Elluminate Live! Sessions
- Elluminate Live! Application Sharing Quick Reference Guide
- Elluminate Live! Direct Messaging Quick Reference Guide
- Elluminate Live! Breakout Rooms Quick Reference Guide
- Elluminate Live! Polling Quick Reference Guide
- Elluminate Live! Web Tour Quick Reference Guide

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Live eLearning Demos & Events - Web Conferencing Tool - Microsoft Internet Explorer

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Elluminate Demos & Events

Welcome to our demo and events center. Here you can participate in a demonstration of Elluminate *Live!*, attend an online, real-time event, or watch a recorded event.

What is Elluminate *Live!*?

Elluminate *Live!* is a Web conferencing and Live eLearning solution for real-time organizations. Built on Elluminate's high-performance [Collaborative Communications Framework \(CCF\)](#), Elluminate *Live!* ensures the highest-quality user experience, allowing organizations to take advantage of the Internet as a powerful communications and interactive learning medium.

Live Demos & Events

See Elluminate *Live!* in action! You can either attend an event, or participate in a product demonstration. Our events cover a variety of topics relating to training, development, and e-learning.

Live Online Training

Get up to speed now! Attend our live online training sessions and learn how to get the most out of Elluminate *Live!*

Recorded Demos & Events

Don't have time in your schedule to attend one of our live events or [Recorded Demos and Events](#) recorded events.

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Address <http://www.elluminate.com/site/external/event/schedule?etn=training&eef=1> Go Links

Training	Elluminate Live! For Moderators	Sally Illman	2006-02-07	02:00 PM - 03:00 PM	Free	left Enroll now!
	Part 1: Getting Started With Elluminate Live! For Moderators	Sally Illman	2006-02-08	12:00 PM - 01:00 PM	Free	13 seats left Enroll now!
	Part 2: Next Steps With Elluminate Live! For Moderators	Sally Illman	2006-02-09	01:00 PM - 02:00 PM	Free	15 seats left Enroll now!
	Elluminate Live! Session Administration System	Zemina Hasham	2006-02-13	12:00 PM - 01:00 PM	Free	13 seats left Enroll now!
	Part 1: Getting Started With Elluminate Live! For Moderators	Sally Illman	2006-02-14	02:00 PM - 03:00 PM	Free	20 seats left Enroll now!
	Part 1: Getting Started With Elluminate Live! For Moderators	Sally Illman	2006-02-15	01:00 PM - 02:00 PM	Free	20 seats left Enroll now!
	Part 2: Next Steps With Elluminate Live! For Moderators	Sally Illman	2006-02-16	01:00 PM - 02:00 PM	Free	19 seats left Enroll now!

This is the first session. Just find the suitable date and click the enroll now!


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Live Demonstrations & Events

Enroll in Live Demos & Events

Just a couple more steps and you'll be all set up for attending the Live Event!

Existing Elluminate Users

Enter your Username and Password to sign in

Username:

Password:

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Enroll in Live Demos & Events

Please tell us about yourself, and we will create a user account for you. You will only have to do this once and afterward will be able to use your username and password to attend other Elluminate events!

* indicates required field.

* First Name:

* Last Name:

Company Name:

Title within Company:

Organization Type:

* E-mail Address:

* State / Province:

* Country:

* Area Code and Phone:

Note: After we create an account for you, we will automatically enroll you in the selected event and send you a confirmation E-Mail with details on how to join the event. **We require an active E-Mail Address in order to send this confirmation E-Mail.**

Done

Internet

Elluminate

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Request Info

Buy Now

* indicates required field.

* First Name:

* Last Name:

Company Name:

Title within Company:

Organization Type:

* E-mail Address:

* State / Province:

* Country:

* Area Code and Phone Number:

* Password to use for your account:

Create Account & Enroll Now!

Note: After we create an account for you, we will automatically enroll you in the selected event and send you a confirmation E-Mail with details on how to join the event. **We require an active E-Mail Address in order to send this confirmation E-Mail.**

eMARS Training/Facilitator “Kick Off”

Roles & Responsibilities



Trainer Roles & Responsibilities

- Complete T3 program for specified classes
- Take notes and prepare
- Ask Questions
- Practice delivery in training environment
- Complete Elluminate Part 1 and Part 2
- Speak clearly, slowly – don't move too fast
- Don't assume anything
- Follow the lead of the Facilitator who is your eyes.

Facilitator Roles & Responsibilities

- Complete T3 program for specified classes
- Ask Questions - Take notes and prepare
- Complete Elluminate Part 1 and Part 2
- Keep your eyes on the participants
- Willingness to assist ALL users
- One on one help
- Help keep class on track
- Parking lot questions without answers
- Be the eyes of the Instructor

eMARS Training/Facilitator “Kick Off”

Train the Trainer (T3)



Train the Trainer (T3)

- Course Materials
- Instructor Notes
- Facilitator Notes
- Tips & Tricks
- Refer to T3 Training Schedule – still subject to change

T3 Schedule

February 2006

Training Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
			1	2	3
5	6	7	8	9	10
12	13	14	15 ALL DAY 801 Inventory ALL DAY Eliminate T-T-T	16 ALL DAY Eliminate T-T-T	17 ALL DAY Eliminate T-T-T
19	20 PM - 101 Intro Presentation	21 AM - 101 Intro Presentation PM - 101 Intro Presentation	22 AM - 101 Intro ISG PM - 101 Intro ISG	23 AM - 101 Intro ISG PM - 101 Intro ISG	24
26	27 AM - 110 Chart of Accounts PM - 310 Oper / Mgt Budgets	28 AM - 110 Chart of Accounts PM - 310 Oper / Mgt Budgets			

T3 Schedule

March 2006

Training Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
			1 AM - 201 General Accounting PM - 410 Cash Receipts Process	2 AM - 410 Cash Receipts Process PM - 201 General Accounting	3 ALL - 320 Capital / Revenue Budgets
	6 ⁺ AM - 420 Rev / Accts Receivable PM - 901 Fixed Assets	7 AM - 901 Fixed Assets PM - 420 Rev / Accts Receivable	8 ALL DAY - 501 Cost Accounting	9 ALL DAY - 501 Cost Accounting	10 ALL DAY - 510 Cost Allocation
2	13 AM - 1101 Standard Reports PM - 1101 Standard Reports	14 ALL DAY - 1110 Custom Reporting	15 AM - 1002 Centralized CW PM - 1003 Decentralized CW	16 AM - 702 Disbursements PM - 610 Procurement Card Administration	17 AM - 610 Procurement Card Administration
7	20 ALL DAY - 601 General Procurement	21 ALL DAY - 602 Advanced Procurement	22 ALL DAY - 601 General Procurement	23 ALL DAY - 602 Advanced Procurement	24 ALL DAY - 603 Personal Service Contracts
5	27 ALL DAY - 1320 Accounts Payable	28 ALL DAY - 1320 Accounts Payable	29 ALL DAY - 801 Inventory	30	31

eMARS Training/Facilitator “Kick Off”

eMARS Training Approach



eMARS Training/Facilitator “Kick Off”

- **eMARS Training Approach**
 - **Presentations** – Key to providing end users with understanding.
 - **ILT** – Instructor Led Training
 - **eLearning “virtual classroom”** – Facilitators will be overseeing classrooms.
 - **ISG’s** – Independent Study Guides
 - **Video Help** – Provides a watch and learn technique



eMARS Training/Facilitator “Kick Off”

eMARS Course Descriptions



eMARS Training/Facilitator “Kick Off”

- Intro to eMARS
- Chart of Accounts
- General Accounting Overview
- Centralized General Accounting
- Operating & Management Budgets
- Capital and Revenue Budgets
- Cash Receipt Processing
- Accounts Receivable



eMARS Training/Facilitator “Kick Off”

- Cost Accounting – Projects & Grants
- Cost Allocation
- General Procurement
- Advanced Procurement
- Personal Service Contracting
- Procurement Card Administration
- Centralized Disbursements
- Decentralized Disbursements



eMARS Training/Facilitator “Kick Off”

- Inventory
- Fixed Assets
- Centralized Check Writer
- Decentralized Check Writer
- Standard reporting
- Custom Reporting
- Travel
- General Accounts Payable
- Accounts Payable



Key Dates

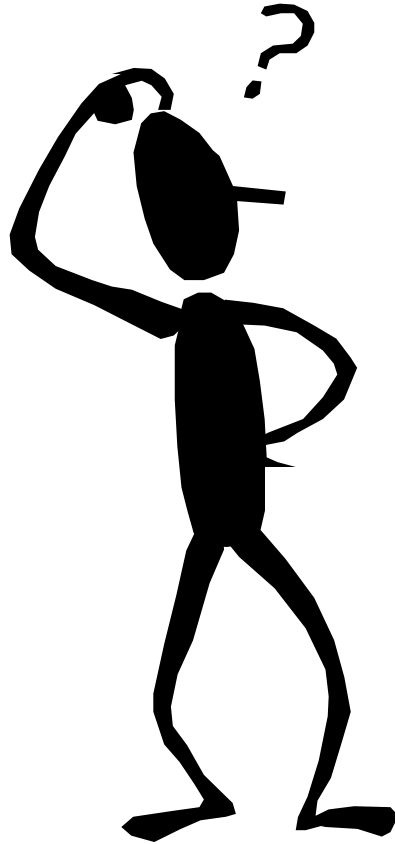
- Elluminate Training for Trainers 2/15-17/06
- T3 Schedule Dates 2/15 – 3/29/06
- End User Training 3/16/06– 6/30/06
- eMARS Partial Implementation 5/15/06
- eMARS Full Implementation 7/1/06



Next Steps

- Turn in Data Sheet before you leave
- Notify Supervisor
- Confirm commitments with dept heads and supervisors.
- Clear your Schedules
- Be Flexible
- Practice... Practice... Practice

eMARS TTL Meeting “Kickoff”



Questions?

Wrap Up

- Thank you for willingness to assist us
- Challenge & learning experience for all
- Agencies will benefit with you as a resource
- Questions/Concerns

